

***Office of Logistics***

***Employees  
of the Quarter***

***Awards Ceremony***

***1st Quarter FY 1988***

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RECD/OL

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[REDACTED] SERVES AS A PROJECT MANAGER FOR THE EXTERNAL BUILDINGS OPERATIONS BRANCH, RECD. HE IS RESPONSIBLE FOR MAINTENANCE, REPAIRS, & MAJOR RENOVATION PROJECTS AT EIGHT EXTERNAL BUILDINGS. BECAUSE OF UNDERSTAFFING JOE HAD TO ASSUME ADDITIONAL DUTIES. HE HAS RESPONDED IN A REMARKABLE MANNER. BECAUSE OF JOE'S EFFORTS, MAJOR RENOVATIONS & CONSTRUCTION PROJECTS TOTALING OVER A MILLION DOLLARS IN THE [REDACTED] [REDACTED] BLDGS. ARE BEING COMPLETED ON SCHEDULE. HIS CAN DO ATTITUDE HAS EARNED HIM THE EMPLOYEE OF THE QUARTER AWARD, FOR RECD.

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P&amp;PD/OL

[REDACTED] IS A PHOTOGRAPHER TECHNICIAN IN P&PD. DELORES OPERATES VARIOUS SENSITIVE & COMPLEX PHOTOGRAPHIC LABORATORY EQUIPMENT WHICH REPRODUCES REQUIREMENTS FOR OPERATIONAL AND CURRENT INTELLIGENCE. DURING THE LAST QUARTER, DELORES SERVED AS ACTING SECTION LEADER, PROVIDING TRAINING TO HER SECTION'S APPRENTICE TECHNICIANS. BECAUSE OF HER INITIATIVE, CREATIVITY, & GUIDANCE, THE SECTION MET ALL OF ITS REQUIREMENTS. DELORES IS TO BE COMMENDED ON HER PERFORMANCE. IT IS FOR THESE VALUABLE CONTRIBUTIONS TO P&PD THAT SHE IS AN EMPLOYEE OF THE QUARTER.

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FMD

[REDACTED] IS A COURIER, IN FACILITIES MANAGEMENT DIVISION. ERIC IS ASSIGNED TO AMES BUILDING WHERE HE SUPPORTS THE OFFICE OF INFORMATION TECHNOLOGY AND THE OFFICE OF PERSONNEL. HE IS THE BRANCH FOCAL POINT FOR THE MAIL SHUTTLE RUNS OUT OF HEADQUARTERS. ERIC HAS PROVED TO BE A VERSATILE EMPLOYEE WHO IS VERY KNOWLEDGEABLE IN SORTING, LOGGING, RUNNING THE DAC, <sup>and</sup> LASER FAX ~~AND~~ ~~FOR~~. HE HAS BEEN COMMENDED FOR HIS SERVICE TO CUSTOMERS BECAUSE HE WILLINGLY TAKES THE EXTRA STEP TO DO A FIRST-RATE JOB. HE EXEMPLIFIES THE OL "CAN DO" SPIRIT AND HE APPROPRIATELY DESERVES RECOGNITION AS AN EMPLOYEE OF THE QUARTER, FOR FMD.

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OL/P&TS

[REDACTED] IS A PART-TIME TRAINING ASSISTANT IN THE PERSONNEL AND TRAINING STAFF. DURING THE FIRST QUARTER THE STAFF EXPERIENCED A 40 PERCENT INCREASE IN PROCESSING INTERNAL AND EXTERNAL TRAINING REQUESTS OVER THE SAME PERIOD LAST YEAR. THIS EQUATES TO HANDLING 280 EXTERNAL REQUESTS AND 560 INTERNAL REQUESTS.

IN ADDITION TO THIS INCREASE IN HER WORKLOAD, THE LETTS COMPUTER SYSTEM CAME ON LINE AND MARY WORKED LATE HOURS INCLUDING WEEKENDS TO UPDATE ALL OF THE EMPLOYEES' TRAINING RECORDS. THROUGH HER EFFORTS AND DEDICATION MARY HAS BEEN INSTRUMENTAL IN THE SUCCESS OF THE LETTS SYSTEM.

WHEN AN EMPLOYEE DROPS BY THE OFFICE WITH CURRENT INFORMATION, MARY MAKES EVERY EFFORT TO UPDATE THE SYSTEM WHILE THE EMPLOYEE IS WITH HER.

BECAUSE OF HER EXCEPTIONAL PERFORMANCE AND POSITIVE ATTITUDE, MARY IS DESIGNATED AS AN EMPLOYEE OF THE QUARTER ~~AWARD~~.

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## ORD/CONTRACT STAFF

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[REDACTED] IS A CONTRACTING OFFICER ASSIGNED TO THE CONTRACT STAFF/ORD. BOB IS RESPONSIBLE FOR NEGOTIATING & ADMINISTERING [REDACTED] CONTRACTS, A WORKLOAD WHICH IS IN EXCESS OF 40 PERCENT OF THE TOTAL OFFICE COMPLEMENT OF CONTRACTS. DURING THE END OF FISCAL YEAR ACTIVITIES HE PROVIDED EXCEPTIONAL SUPPORT IN THE PLANNING, EVALUATION & NEGOTIATION OF A MAJOR COMPETITIVE PROCUREMENT FOR THE DEVELOPMENT OF A SYSTEM IN SUPPORT OF THE COUNTER TERRORISM CENTER. BOB MET CRITICAL DEADLINES, WHILE MEETING THE DEMANDS OF HIS DAILY WORKLOAD. HE WORKED MANY EXTRA HOURS EXEMPLIFYING OL'S "CAN-DO" APPROACH. AN ORD PROJECT MANAGER STATED "THAT THE EXEMPLARY QUALITY OF [REDACTED] WORK AND RESOUNDING SUCCESS OF EACH RESULTANT ACTION TESTIFY TO HIS VALUE TO THE AGENCY IN THE OFFICE OF LOGISTICS." BOB IS HEREBY RECOGNIZED AS THE EMPLOYEE OF THE QUARTER FOR PROCUREMENT.

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SD/DCB

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CAROL HAS BEEN WITH DATA CONTROL BRANCH SINCE OCTOBER 1985. SHE HAS BECOME A ONE-PERSON SELF-CONTAINED FLYING SQUAD FOR DCB. CAROL SPENT THREE MONTHS AT P&PD, TWO MONTHS [REDACTED] AND IS NOW OFF FOR A MONTH'S STINT TO ASSIST THE P&PD/IMS WITH THEIR BACKLOG OF PROPERTY ACCOUNTABILITY. IN DECEMBER SHE WENT TO AMCA TO ASSIST IN THE SETTING UP AND LOADING OF DATA INTO THE NEW FIELD COMPUTER SYSTEM. THIS ENTAILED MANY HOURS OF OVERTIME. CAROL CORRECTED A DATABASE BALANCE THAT WAS OFF BY \$238,000.00 WHICH OCCURRED AS A RESULT OF A DATABASE CRASH. BECAUSE OF HER DEDICATION, DEPENDABILITY AND WILLINGNESS TO SERVE WHERE SHE IS NEEDED CAROL IS AWARDED THE EMPLOYEE OF THE QUARTER, FOR SD INTERNAL.

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